



## Health Department Sign-Offs (*Permit Processing Procedure*)

According to Virginia State regulations, the Health Department is required to issue operating permits to certain establishments before they begin their operations. The operations are:

- **Restaurants**
- **Barber Shops**
- **Beauty Shops**
- **Commercial Swimming Pools (not single family residential)**
- **Schools (all)**
- **Homes for the Elderly**
- **Nursing Homes**
- **Hospitals**
- **Health Parlors/Clubs**
- **Massage Therapists and Massage Salons**

With the exception of reproofs, exterior siding and signs, all requests for permits for the above uses will adhere to the following plan review policy and submittal:

- ❖ Before any plan is accepted for the above uses, Building and/or Zoning staff will verify that the plans have been stamped as approved for permit by the Norfolk Health Department. This approval must be on each set of plans submitted.
- ❖ If plans do not bear the necessary approval, staff will direct the applicant to the Health Department and advise that their approval is necessary for a submittal. We have been advised that the Health Department will only need a floor plan and not a complete set of plans.
- ❖ Any changes that must be made to achieve code compliance will need to be approved by the Health Department. This is the responsibility of the Codes Administration staff reviewing the plans.